

Message Text

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FOR NAC AGENCIES

PAS TREASURY FOR ZINMAN

E.O. 11652: ADS, DECLAS 12/31/77
TAGS: EAID, EFIN
SUBJECT: ANNUAL LEAVE - AN ADVANCE CREDIT SYSTEM

SUMMARY: ADB MANAGEMENT PROPOSES TO INSTITUTE AN ADVANCE CREDIT SYSTEM FOR ANNUAL LEAVE INVOLVING BOTH PROFESSIONAL AND SUPPORTING STAFF, WHICH IS TO BE CONSIDERED BY BOARD OF DIRECTORS ON JANUARY 6, 1977. NAC GUIDANCE IS REQUESTED. END SUMMARY.

1. BANK AND FOLLOWED PRINCIPLE THAT ANNUAL LEAVE MUST BE EARNED. NORMALLY STAFF MEMBERS ARE UNABLE TO TAKE LEAVE BEYOND THAT EARNED. PRESIDENT MAY, AT HIS DISCRETION, PERMIT A STAFF MEMBER TO TAKE LEAVE IN ADVANCE IN SPECIAL CIRCUMSTANCES - USUALLY OF COMPASSIONATE NATURE.

2. UNDER PRESENT REGULATIONS, STAFF MAY ACCUMULATE ANNUAL

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LEAVE UP TO A MAXIMUM OF 60 DAYS. ON TERMINATION OF APPOINTMENT, ACCUMULATED ANNUAL LEAVE MAY BE COMMUTED INTO CASH. HOWEVER, IF AN ADVANCE SYSTEM IS INTRODUCED, ONLY EARNED--AS DISTINCT FROM LEAVE CREDITED IN ADVANCE--WOULD BE COMMUTABLE INTO CASH ON TERMINATION OF APPOINTMENT.

3. MANAGEMENT HAS CONCLUDED THAT AN ADVANCE CREDIT SYSTEM FOR ANNUAL LEAVE WOULD HAVE MODEST ADVANTAGES FOR BOTH BANK AND STAFF. (IT IS NOTED THAT OTHER INTERNATIONAL ORGANIZATIONS SUCH AS IBRD, IMF AND IDB DO NOT HAVE ADVANCE CREDIT SYSTEMS FOR ANNUAL LEAVE, ALTHOUGH GOVERNMENT SERVICE OF CERTAIN MEMBER COUNTRIES DO.) MANAGEMENT PROPOSES THAT SUCH A SYSTEM SHOULD BE INTRODUCED EFFECTIVE JANUARY 1, 1977. FOLLOWING ARE MAIN RULES THAT SHOULD GOVERN SYSTEM:

A. AT CONCLUSION OF PROBATIONARY PERIOD, STAFF MEMBER WILL BE CREDITED IN ADVANCE WITH AMOUNT OF ANNUAL LEAVE PRO-RATED TO CORRESPOND WITH UNEXPIRED PORTION OF ANNUAL LEAVE YEAR (WHICH IS CALENDAR YEAR).

B. STAFF MEMBERS WHO HAVE CONCLUDED THEIR PROBATIONARY PERIOD ON OR BEFORE JANUARY 1, 1977 WILL BE CREDITED ON THAT DATE FOR THEIR LEAVE ENTITLEMENT FOR YEAR 1977. SIMILAR CREDITS WILL BE MADE ON JANUARY 1 EVERY YEAR THEREAFTER.

C. WHEN STAFF MEMBER TAKES ANNUAL LEAVE, IT WILL BE DEBITED FIRSTLY TO LEAVE ALREADY EARNED AND ANY BALANCE TO ADVANCE LEAVE CREDIT. AT END OF EACH YEAR, ANY LEAVE IN EXCESS OF 60 WORKING DAYS, WHICH IS MAXIMUM STAFF MAY ACCUMULATE PRESENT REGULATIONS, WILL LAPSE.

D. ON TERMINATION OF APPOINTMENT, ONLY EARNED LEAVE--AS DISTINCT FROM LEAVE CREDITED IN ADVANCE--MAY BE COMMUTED INTO CASH.

7. ADB DOC. R135-76 ON ABOVE SUBJECT WAS POUCHED LIMITED OFFICIAL USE

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DEMBER 22 AND WILL BE CONSIDERED BY BOARD OF DIRECTORS ON JANUARY 6, 1977. NAC GUIDANCE IS REQUESTED. SULLIVAN

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